



SCHOOL FINANCE

PROCEDURAL INSTRUCTIONS

FOR

LEA CALENDAR

FY 2001-2002

Arizona Department of Education
School Finance
1535 W. Jefferson
Phoenix, AZ 85007
(602) 542-5695
<http://www.ade.az.gov/schoolfinance/>

Proposed School Calendar Instructions

Due Date: July 1 of each year

The object of this document is explain the fundamental data and instructions School Finance plans to employ and maintain pertaining to SAIS Local Education Agencies(LEA) Calendars Application. The LEA Calendar application provides an interface for District/Charter School Holders and Private Schools to submit their yearly calendar to Arizona Department of Education (ADE). LEA Calendar application will assist in the calculation of membership days, absence days, and attendance days for each student. A calendar will be associated with every school. A Sais User Manual has been developed to further assist Districts/Charter school holders/ Private Schools with proper submission of school calendars. You will be able to view this guide, by clicking on **Manual** link located on the left-hand side of the calendar application.

Although, the due date for the LEA Calendar is July 1st, of the incoming Fiscal Year, it is highly encouraged to submit the calendar before the beginning of every school year. For FY 2001-2002 the LEA Calendar Application will be available April 24, 2001.

School Finance will utilize the LEA Calendar to process funding. Therefore, Districts/Charter school holders/Private Schools will be responsible for submitting calendars for their schools. Private Schools will also be required to submit a calendar in order to process payment for services provided.

The LEA calendar application is on the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a username, password, and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to enterprise@ade.az.gov or contact Regional Training Center at <http://www.ade.az.gov/rtc>.

Data elements of the SAIS LEA Calendar include calendar identification, entity identification, track number, fiscal year, occasion description, occasion start date, occasion end date, and portion of time school is in session. **Some of the occasion days that are already hard coded in the application are July 4, Veteran's day, Thanksgiving day, and Christmas.** This is in accordance with A.R.S. §15-801B. The application will not allow these days to be changed. All other holidays or session days can be changed depending on school's preference.

Pursuant to A.R.S. §15-341.01. School days offered shall increase to one hundred and eighty days. This increased will be phased in starting in FY 2001-2002. Beginning FY 2001-2002 the required school days offered shall be one seventy six days. The last increase will occur in FY 2005-2006. When submitting school calendars the calendar application will track total number of days offered.

If the total number of days offered falls below the minimum, then an edit is in place preventing the school calendar from being submitted. For schools operating on a four day schedule days offered has also changed. Beginning FY 2001-2002 days offered will increase to one hundred and forty-one. The last increase will occur in FY 2005-2006 with total days offered stopping at one hundred and forty four. Note: In FY 2002-2003 there will not be an increase, the minimum days offered will remain at 141.

District/Charter school holders and Private Schools can submit their calendars starting April 24, 2001. Once a district/charter school holder/Private School submits their calendar then there is a 14-day window to make any changes to the calendar. After the 14 days have elapsed then ADE School Finance must be contacted. This can be accomplished by completing the Request for Calendar Change (Appendix A). This form is located on the School Finance Home Page. <http://www.ade.az.gov/schoolfinance/>.

Once the LEA Calendar has been updated the last action should be to **Activate** the calendar. On the left hand side of each calendar page is a link to activate the calendar. This indicates to school finance that the calendar has been reviewed and approved by the entity. School Finance can then start the funding process as appropriate. If the calendar is not *Activated*, School Finance then assumes that the calendar is not ready to be submitted and can delay processing of any payment. Instructions are explained in the user manual dealing with *Activating* the LEA Calendar.

If you have any questions or would like additional information please call Mario Salinas, School Finance, ADE, at (602) 542-8797 or e-mail at msalina@ade.az.gov.

In addition, the Regional Training Centers (RTCs) are available to provide technical assistance. Feel free to contact them at <http://www.ade.az.gov/rtc/> or:

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff (520) 527-6122
Maricopa, Gila	Tempe (480) 965-3366
Pima, Pinal, Santa Cruz	Tucson (520) 617-7230
Graham, Greenlee, Cochise	San Simon (520) 845-2275
Yuma	Yuma (520) 783-1010 ext. 369